



# MEMORANDUM

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE  
PUBLIC HEALTH SERVICE  
HEALTH RESOURCES ADMINISTRATION  
OFFICE OF THE ADMINISTRATOR

TO : Bureau/Center Directors  
Acting Associate Director for  
Health Resources Planning, BHRD  
OA Office Directors

DATE: OCT 7 1974

FROM : Associate Administrator for  
Operations and Management

SUBJECT: Application of EEO Principles in the Personnel Action Process

1. Dr. Kenneth M. Endicott, in compliance with the policy described in Section 1 of Executive Order 11478, has charged the Equal Employment Officer, HRA, with assuring the Administrator that EEO principles and practices are followed in all personnel actions. That section states: "It is the policy of the Government of the United States to provide equal employment for all persons, to prohibit discrimination in employment because of race, color, religion, sex, or national origin, and to promote the full realization of equal employment opportunity through a continuing affirmative program in each executive department and agency. This policy of equal opportunity applies to and must be an integral part of every aspect of personnel policy and practice in the employment, development, advancement, and treatment of civilian employees of the Federal Government".
2. The mechanisms designed for achieving such assurance are to consist of telephone contact by the program officials with the appropriate Deputy EEO Officers, (OA and the Bureau) and initialing by the Deputy EEO Officer of the Request for Personnel Action (SF-52) on its way to and from the Servicing Personnel Office. In some cases, these mechanisms have not been fully followed, or have given rise to a number of questions such as (a) which SF-52's do or do not require initialing, and (b) what should actually happen in the various stages of the review of the SF-52's to insure that EEO principles are being applied.
3. The procedures which follow are intended to:
  - a. Address the questions raised and to provide additional mechanisms for more effectively achieving the goals in EEO. Carrying out these procedures in HRA will also support the continuance of HRA setting an example in EEO applications.

- b. Reaffirm the principle that it is basically the supervisor's responsibility to insure that equal employment opportunity principles are an integral part of the recruitment, hiring, and promotion process. The procedures also reiterate the essential roles to be played by the Servicing Personnel Offices and provide for the necessary participation by the Deputy EEO Officers in order for them to be able to assure the EEO Officer that EEO principles and procedures apply to all persons whether minority or majority. Special emphasis will be placed on fair consideration of minorities and women.
4. Effective with the issuance of this memorandum and until further notice, all Requests for Personnel Action (SF-52), after being filled out by the initiating office and after review and approval by the Bureau/Center Associate Director for Management, will be routed to the appropriate Deputy EEO Officer.

The forwarding of each Request for Personnel Action will be preceded by telephonic or oral explanation to the Deputy EEO Officer to provide the following information:

- (1) The nature of the SF-52 which is to be initiated and the program and personnel requirements and intents in the recruitment, selection, or promotion actions which may follow.
  - (2) What provisions have already been made or what provisions need to be made to insure that EEO principles will be followed in these processes.
5. Upon receipt of the SF-52 and satisfaction with the clarifying EEO information, the following actions will occur:
- a. The Deputy EEO Officer will sign and date the SF-52 on line II. K (1), and forward it with a copy of the clarifying information from the initiating office to the appropriate Servicing Personnel Office. During periods of absence of the Deputy EEO Officer from the office, he will indicate procedures to be followed during each absence.
  - b. The Servicing Personnel Offices will:
    - (1) Carry out their usual responsibilities for the personnel action including checking that the SF-52's have been initialed by the Deputy EEO Officer.

- (2) To the best of their knowledge, inform the initiating office and the Deputy EEO if minority candidates are or are not available for recruitment, selection, and/or promotion so appropriate action may be taken, if necessary, to remedy the situation.
  - (3) Obtain the Deputy EEO's signature and date when requests are made to change the SF-52 as originally submitted.
  - (4) Before final action is taken on a promotion panel, assure that the Deputy EEO's signature and date appear both before and after its submission to the selecting official.
  - (5) Insure that appropriate records of the above actions are available so that reports can be prepared by the Deputy EEO Officer with regard to consideration of minorities including notations of actions cancelled during any stage of processing.
  - (6) Provide maximum opportunity for the Deputy EEO to participate in the personnel procedures, e.g., recruitment, review of applicants, promotion panel preparation, etc.
6. The selecting official who has the final responsibility for approving the request (SF-52) in Item I, will have the responsibility to inform the Personnel Generalist and Deputy EEO Officer if a minority individual was selected.
7. At the following principal points in the SF-52 process, the Deputy EEO Officer may request the Bureau Director, Office or Division Director to direct that additional efforts be undertaken to assure equal employment opportunity principles are being carried out:
  - a. Upon receipt of the SF-52 and written clarification of intent by the initiating office.
  - b. After completion of the recruitment and panel formulation efforts by the Personnel Operations Branch.
  - c. After interviews and proposed selection by the selecting officials.
8. The program approaches to the application of Equal Employment Opportunity principles in the personnel process must be as consistent as possible

to facilitate the ability of the personnel staffs in HRA to carry out their functions expeditiously.

*Daniel F. Whiteside*  
Daniel F. Whiteside, D.D.S.

cc:  
Associate Directors for  
Management, NCHS, BHSR, BHRD  
Director, Division of  
Management Services, OM  
DEEOOs  
Winfield White, PPD  
Barbara Prince, BHRD